



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCE MEMORANDUM NO. 01-013

February 9, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Performance Planning and Review Dates

Please make sure that all PPR's are signed and dated following the Civil Service Rules that were stated in HR Memo 01-006. These forms are date critical and become invalid when the signed dates are outside of the set parameters.

Here is a short reminder:

1. The anniversary date is the same date as the employee's merit increase date.
2. Anniversary dates before March 1, 2001 use the following date parameters:
 - a) PPR rating period begins forty-five days prior to the anniversary date.
 - b) The PPR rating period ends the day before the anniversary date.
 - c) The planning session must be done no later than thirty days after the anniversary date.
3. Anniversary dates March 1, 2001 and after use the following date parameters:
 - a) PPR rating period begins 60 days prior to the anniversary date.
 - b) The PPR rating period ends on the anniversary date.
 - c) The planning session must be done no later than thirty days after the anniversary date.

On the Channel Z website, under Human Resources, there is now a Performance Planning and Review link. This link contains the new PPR forms which can be downloaded, a quick link to the Civil Service PPR section, and a calculator to help you determine dates for the employee's review period and planning session by entering the employee's anniversary date. To use the calculator, you just simply fill in the employee's name and anniversary date; you then click the calculate button. Once the dates are calculated, you can print this page as a reminder.